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1 9 NOV 1976

MEMORANDUM FOR: Director of Training

STATINTL

FROM

VIA : Chief, Intelligence Institute

SUBJECT : End-of-Course Report: Introduction to CIA (Number 3: 27 October - 5 November 1976)

- 1. The third session of Introduction to CIA opened on 26 October and concluded on 5 November 1976. Student interest and participation remained high throughout the nine days, and with a few minor exceptions, all of the briefings were very well received. Based on the class written and oral evaluations and on the course chairmen's observations, the 29 students received a very worthwhile and effective introduction to the missions and functions of the Central Intelligence Agency.
- This session was similar to the previous two runnings in design and in administration. The functional approach to CIA's missions and organization again proved to be a highly effective means of explaining the Agency's complex activities. One of the highlights was the evening session which was attended by the majority of the students, many of whom brought their wives. The attendees--particularly the wives--stated their appreciation for the evening social, and commented that their appreciation for the evening social, and commented that their appreciation, which may be the first that of Information and Privacy Acts was very beneficial and enjoyable. The evening session, which may be the first that of the sponsored for new and directly hired professional employees and their spouses, will be repeated in the upcoming course.
- 3. In response to whether the course met the two stated objectives, the class assigned an overall rating of 6.1 [based on a 1 (lowest) to 7 (highest) scale]. This response is very positive given the fact that the student population consisted of new professional employees who had little choice about attending the course, and who probably had high expectations. The various subjects related to the

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SUBJECT: End-of-Course Report: Introduction to CIA (Number 3: 27 October - 5 November 1976)

"Intelligence Cycle" triggered the most student interest. Specifically, the presentations covering covert, overt, and technical collection were frequently rated by the class as "most useful." In addition, the class expressed keen interest in the analysis of raw data and production of finished intelligence, and many concurred with our plans to expand coverage of this area in future runnings.



Attachments:

- 1 End-of-Course Data
- 2 Course Schedule
- 3 Class Roster
- 4 Student Evaluations

Approved For Release 2000/05/12 : CIA-RDP79-01590A000100030001-2 **END-OF-COURSE DATA**



DATE	OF	REPORT	5	November	1976

COURSE: Introduction to CIA #3
(TITLE & NUMBER)

RUNNINGS PER YEAR: 6

STUDENT ENROLLMENT

ENROLLMENT	BEGINNING	UTILIZATION*	NO. COMPLETING	
CAPACITY	ENROLLMENT	(PER CENT)		
40	31	73 percent	29	

CLASS COMPOSTION

				DD/	201		отн	ER	
ORGANIZATION	DD/A	DD/I	DD/O	S&T	DCI	•			TOTAL
NO. OF STUDENTS	4	12	2	10	2	 			 29

	GRADE	YRS IN AGC'Y	TIME IN JOB	AGE
RANGE	4 to 12	1 mo. to 10 vears	unknown	22 to 39
AVERAGE	8 1/2	10 month	s unknown	27

*BEGINNING ENROLLMENT

= UTILIZATION

ENROLLMENT CAPACITY

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INTRODUCTION TO CIA

(Course Number Three)

26 October to 5 November 1976

Chamber of Commerce Building Room 902

Telephone Number: 2452

25X1A



Office of Training Intelligence Institute



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INTRODUCTION TO CIA

Course Objectives

A member of the Introduction to CIA Course is expected to:

- 1. Gain a basic understanding of CIA, its organization and functions, as well as its relationship to the Intelligence Community; and
- 2. Acquire an understanding of the fundamentals of the intelligence process.

S-E-C-R-E-T

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Tuesday, 26 October 1976

9:00-9:30

Introduction to the Course

25X1A

Intelligence Institute, Office of Training Administration Directorate

The Staff will discuss the objectives and the structure of the course, and outline administrative procedures.

9:30-9:45 Class Introductions

Class and Staff

An important element of this course is the opportunity for all participants to share past experiences. We hope that many of you will call on the friends and contacts made over the next two weeks in carrying out your future responsibilities.

Missions and Functions of CIA

25X1A

Chief, Intelligence and Midcareer Branch, Intelligence Institute, Office of Training

The course begins with a broad overview of the intelligence process. will survey the overt and covert means of collection, and the collation and analysis of this raw data. He will then describe the various types of production, including political, biographic, economic, military, scientific and technical. Later in the course, these elements will be discussed in greater detail.

11:00-12:00 Small Discussion Groups: What do I want to know about the CIA?

> The class will meet in small groups to share the images of the CIA that they brought into the Agency, and the questions they would like to have addressed in this course about the structure, missions, and administration of the Agency.

12:00-1:00

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1:00-1:45 Reporting Session Class and Staff

The class will exchange information surfaced during the preceding small group meetings. The Staff will record your questions and special particular interests. concerns and alert guest speakers to your

CIA AND ITS EMPLOYEES

In this section of the course, we will focus on you as employees. We will discuss your responsibilities to the Agency, and the various types of assistance and services available to you. Representatives from the Offices of Personnel, Medical Services, Training, and Security, will describe their on-going programs. In addition, problems involving the Inspector General's Office and Equal Employment Opportunity will be reviewed.

1:45-2:45

Personnel Management

25X1A

Personnel people serve your career needs from the time you enter on duty until your retirement. A representative of the Office of Personnel will comment on current trends in the Agency's approach to personnel management, including recent changes in the career service structure and the impact of "management by objectives" on personnel administration.

3:00-4:00

Opportunity

Equal Employment Omego J.C. Ware Director, Equal Employment Opportunity, Office of the DCI

During this session our speaker will discuss CIA's program for assuring equal employment opportunity, and the progress to date toward raising the level of minority employment. In addition, the complaint system for those who feel they have been discriminated against because of race, color, religion, sex, age, or national origin, will be explained.

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Wednesday, 27 October 1976

8:30-9:15

Reading Period

This is the first of five scheduled periods for individual reading--not enough time for you to digest evey article in your notebook. We have listed in the schedule the publications that would be most beneficial to you and hope that you will take the time to at least scan the remaining literature. If you need extra time, please feel free to come in early in the morning, stay after the afternoon presentations, or even to drop in during the weekend.

Suggested Reading:

- 1. Study Guide: Selected Terms and Abbreviations (CONFIDENTIAL) (Tab A)
- 2. Study Guide: The Organization of CIA (SECRET) (Tab A)
- 3. United States Foreign Intelligence Activities: Executive Order 11905, 19 February 1976 (Tab A)

9:15-9:30 Security Clearance
Briefing Sécurity Officer,
Office of Training

The representative of the Office of Security currently detailed to the Office of Training will briefly explain the special clearances that participants have received for the duration of this course.

9:30-10:45 Physical and Mental Health

Pane1: 25X1A Office Services Office of Medical

25X1A

The Office of Medical Services operates an extensive network of clinical, psychological, and psychiatric services at home and abroad. Our panel will highlight various facets of this vital support to Agency people.

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11:00-12:00

Training Agency Personnel

Deputy Director of Training

25X1A

One of the major concerns of new employees is to learn what kinds of training are available to Agency officers. will describe new training requirements and what is being done to meet them: He encourages your personal questions about specific

12:00-1:00 LUNCH

1:00-2:00 2:30-3:30 The Office of Inspector General

25X1A Inspector, Office of Inspector General

The Inspector General is charged with overseeing Agency activities as directed by the DCI, investigating employee grievances and supervising audits of expended funds. The speaker will discuss the function of his expanding office in reviewing these activities in response to the recommendations of the Rockefeller Commission and in investigating employee grievances. He will describe some types of problems and situations which arise and require remedial action by top management. The Aller of the State of

Office of Security

25X1A

25X1A

Deputy Director for Policy and Management Administration Directorate

Our speaker will present a broad overview of the missions and functions of the Office of Security, touching on new developments and current trends in all branches of security--personnel, technical, and physical. He will examine new challenges and the changing nature of the security threat that faces the Agency today.

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Thursday, 28 October 1976

Reading

- 1. Key Intelligence Questions for 1. Key Intelligence Questions 101
 Fiscal Year 1976, October 1975
 USIB-D-22, 1/43 (SECRET NOFORN)
 (Tab C)
 - 2. Perspectives for Intelligence 1976-1981, October 1975, USIB/IRAC-D-22, 1/44 (SECRET NOFORN) (Tab C)

Text of Lecture on Evaluating the Intelligence Successes and Failures, 16 April 1976

25X1A

- (* A - 1)

(SECRET) (Tab D) Some Likely Key Intelligence Questions for the 1980's, Planning Study for Research and Development, 1 June 1974, RDP 1, (SECRET NOFORN DISSEM, BACKGROUND USE ONLY) (Tab D)

AGENCY MANAGEMENT CONCERNS

The problems confronting CIA's senior management have changed dramatically during the last two years. Today we will focus on selected issues that have had a major impact on the Agency's methods of operations. The topics include CIA and the media, Congressional oversight of Agency operations, judicial decisions involving CIA's past activities, and the Freedom of Information 9:30-10:30 CIA and the Media Office of the Assistant to the Director

25X1A

The Agency's image as reflected in the press is a continuing concern with far-reaching implications. Our speaker will discuss various aspects of this problem and how the Agency attempts to deal with it.

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10:45-11:45 CIA and Congress

25X1A

Deputy Legislative Counsel, Office of Legislative Counsel

What is the current status of our congressional relations? What are our responsibilities to the special committees that oversee the Agency? How has Congress' view of the Agency and use of the Agency changed over the past several years? What will this relationship look like in the future? Our speaker will discuss these questions and others pertinent to this timely topic.

LUNCH

Optional Film: "A Point in Time"

1:00-2:00

CIA in Court

Counsel

25X1A

The speaker will discuss the issues and problems created by the recent investigations of the Agency and changing political attitudes about intelligence and foreign affairs. The changing legal climate as well as new legislation impacting on the Agency will also be discussed.

5:00-7:00

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Evening Session with Husbands or Wives

The Freedom of Information and Privacy Acts

25X1A

Chief, Information and Privacy Staff Administration Directorate

The Freedom of Information Act and the more recent Privacy Act have already had considerable impact on the working methods and procedures of Government agencies, including CIA. Our speaker will examine the purposes and requirements of the Acts and will explore some of the problems they raise for management and personnel in the future.

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THE INTELLIGENCE CYCLE

25X1A

CTION OF INTELLICENCE

STATSPEC

Friday, 29 October 1976 8:30-9:15 Reading

views on Emerging Areas of Science and Technology Potentially Important to National Security. December 1077 to National Security, December 1975, STIC 75-4 (CONFIDENTIAL) (Tab D)

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TECHNICAL COLLECTION

9:15-10:15

ELINT

25X1A

Office of ELINT Science and Technology Directorate

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25X1A

will explain what ELINT is and how it operates to collect scientific and technical intelligence information through the intercept of foreign electromagnetic signals. The Agency OEL program objectives, collection operations, and contributions to intelligence will also be discussed.

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10:30-11:30

Technology and Intelligence

(To Be Announced)

Our speaker will present an overview of the Agency's mission in the field of science and technology. He will comment on the contribution of collection systems to national intelligence and the impact of these systems on the work of the Agency and the Intelligence Systems on the work of the Agency and the intelligence Community.

11:30-12:30 LUNCH Optional Film: "The Blackbirds Are Flying"

This 15-minute movie is an histor: review of the development of the

This 15-minute movie is an historical review of the development of the SR-71 by Lockheed's California Company at Beale Airforce Base.

12:30

1 4 6 4 Bus leaves from Chamber of Commerce Building to (meet at rear of Building)

25X1A

25X1A

1:15-4:00

The Imagery Analysis Service

Deputy Director, Imagery Analysis Service. Intelligence Directorate

The contribution to intelligence of aerial photography and other imagery will be the subject of this lecture. The speaker will explain the way in which the tasks of imagery exploitation have been allocated within the Intelligence Community and the distinct functions of the Imagery Analysis Service (IAS) and the National Photographic Interpretation Center (NPIC). Vu-graphs will be used to demonstrate the arts of the photo interpreter and his contribution to analysis as well as to collection.

4:00

Bus to Chamber of Commerce Building.

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Monday, 1 November 1976

8:30-9:00 Mid-Course Review and Evaluation

Class and Staff

The staff is interested in your views regarding the first week--what segments were most useful to you, and what are your recommendations for improvement?

25X1A



12:15-1:15

LUNCH

Optional Film: "The Kremlin"

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Tuesday, 2 November 1976

8:30-9:30

Reading

- 1. Guidelines for National Intelligence Production, 4 June 1976 (CONFIDENTIAL, NOFORN) (Tab A)
- 2. A Guide to the National Intelligence Community's Production Organizations and Their Products, October 1975
 (SECRET) (Tab D)
- 3. The CIA Operations Center (CONFIDENTIAL) (Tab D)
 - "Is Espionage Necessary for our Society.", Herbert Scoville, Jr., Foreign Affairs, April 1976. (Tab E)

9:30-10:30 Office of Technical Service Office of Technical Service Science and Technology Directorate

The Office of Technical Service primarily provides technical support to operations of the Operations Directorate. You will have an overview of these activities and learn of the kinds of equipment and support which the Office can supply.

25X1A

25X1A

12:00-1:00

LUNCH

Optional Video Tape:

William Colby Interviewed by Daniel Schorr: A CBS Special

STATSPEC

2:30-3:45

Requirements and Evaluation: From Collection to Production

Assistant Comptroller
Requirements and
Evaluation
Office of Comptroller

25X1A

will review with the students the three major categories of intelligence collection, discuss the merits and disadvantages of each, and make some tentative assessments on their relative usefulness in the finished intelligence product.

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THE PRODUCTION AND PROCESSING OF INTELLIGENCE

The final step in the intelligence cycle is the production of finished intelligence. We will also discuss the processing of information throughout the Agency. During this portion of the course, we consider four types of finished intelligence-current, research, economic, and scientific.

Wednesday, 3 November 1976

Meet at Headquarters, Room 6F-25

1.00

8:30-9:45 Current Intelligence Production

Executive UTILICEL, Office of Current Intelligence, Intelligence Directorate

25X1A

Directora
Current intelligence is that intelligence of all types and forms that is of immediate interest to policy and decision makers. The speaker will discuss CIA's role in producing national current intelligence, with special emphasis on the production and presentation methods presently in use.

10:00-11:30 The Nature and Problems of Intelligence Research

25X1A Office of Strategic Research Intelligence Directorate

25X1A

will describe the environment of the research process, and discuss the dynamics of resolving various intelligence problems. He will also describe the character of the research as it evolves throughout the development of a program. Examples will be drawn from case studies.

LUNCH 11:30-1:00

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1:00-2:30

The Central Reference Service 25X1A

Deputy Director Central Reference Service Intelligence Directorate

The Central Reference Service (CRS) has a dual function: It is a principal source of support to collectors and analysts; and, it also produces finished biographic intelligence. In outlining the office's interesting and varied functions, explains ways that CRS can be of service to you. In addition, we will divide into two groups and tour the CIA Library, and the Document Library in the Terminal Access Point (TAP) Room.

25X1A

2:45-4:00

CIA Operations Center

25X1A

Deputy Chief, CIA Operations Center

The Agency's 24-hour control center alerts
Agency officials to critical events and is CIA's
after-hours contact point to the Intelligence
Community and the White House. After a discussion
of the Center's functions and operations, the
class will divide into small groups for a tour
of the Center.

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SUPPORT TO INTELLIGENCE

Intelligence collection, processing, and production require a variety of support mechanisms. During the next day you will hear about some of these activities.

Thursday, 4 November 1976

8:30-9:15 Film: Printing for Intelligence

An inside look at CIA's own printing facility, this film shows the process of turning raw copy into finished publications.

11:00-12:00

The Administration of Intelligence

Executive Utilicer Administration Directorate

25X1A

The Executive Officer of the Administration Directorate will survey the Agency's extensive support services. He will discuss major administrative problems facing CIA and the ways in which the Agency is seeking to handle them.

10:45 12:00 Computer Support to 9:30-10:45 Agency Activities

Executive Officer Office of Data Processing Administration Directorate

25X1A

The computer has far-reaching applications as an information processor, as an analytical tool, and as an aid to managers and management. will acquaint you with current and projected uses of computer systems in the Agency and describe the role and responsibilities of his office. He will also describe some existing programs and how ODP can be helpful to you as a potential user of computers.

25X1A

12:00-1:15

LUNCH

Optional Video Tape Lt. General Vernon Walters: Presentation to CIA Guest Speaker Program, 8 June 1976

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1:15-2:30

The Agency's Communications

25X1A

Deputy Director of Communications Administration Administration Directorate

Communications are a vital link in all activities of the Agency, both at Headquarters and overseas. Our speaker will describe the various forms of communications handled by his office, the types of equipment employed, and the outlook for the future in terms of advancing technology.

Strain Jakan Sana

2:45-3:45 Logistical Support

25X1A

Executive Officer Office of Logistics Administration
Directorate

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select Our speaker will acquaint you with the types of support provided by the Office of Logistics. These services include the motor pool, internal mail and courier systems, real estate procurement and maintenance, as well as printing and photographic support. Additionally, the changing image of Logistics will be discussed with respect to current trends such as the decline of overseas positions, increased automation, and the impact of recent federal regulations. The state of the state

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THE INTELLIGENCE COMMUNITY

Now that you have an appreciation for the issues and problems which face CIA today, and an understanding of the Agency's missions and functions, we will explore CIA's role in the Intelligence Community.

Friday, 5 November 1976

8:30-9:00 Reading.

- 1. NIO Listing (SECRET) (Tab D)
- Study Guide: "The United States Intelligence Community," a working paper by the Intelligence Institute, Office of Training, August 1976 (CONFIDENTIAL, NOFORN) (Tab A)
- 3. Guiding Principles of the Intelligence Community, 13 May 1976, Memorandum from George Bush to the National Foreign Intelligence Board Principals. (Tab A)

9:00-10:15

The National Intelligence

25X1A

Assistant Executive Officer for National Intelligence

The National Intelligence Officers (NIOs) charged with responsibility for specific geographic or functional areas are one of the tools used by the Director to coordinate the work of the Intelligence Community. Our speaker will explain how an NIO works as a personal representative of the DCI to establish informal contacts across Agency and departmental lines and to provide coordinated responses to the requirements of policy makers. She will also speculate on the future of the NIO system.

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10:30-12:00 The Intelligence Community



25X1A

Executive Staff, Intelligence Community Staff

This overview of the Intelligence Community will focus on the different member agencies of the Community and their interaction and cooperation. In addition, the management and oversight of the Community will be discussed with special emphasis on the responsibilities of the Director of Central Intelligence.

1:30-2:15 Film:

George Bush Welcomes New Employees

This film was made especially for members of the Introduction to CIA course. The Director speaks very candidly about the many problems now facing CIA, and he offers his personal advice to people beginning a career with the Agency.

2:30-3:30

Written Evaluation and Final Administrative Matters



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INTRODUCTION TO CIA

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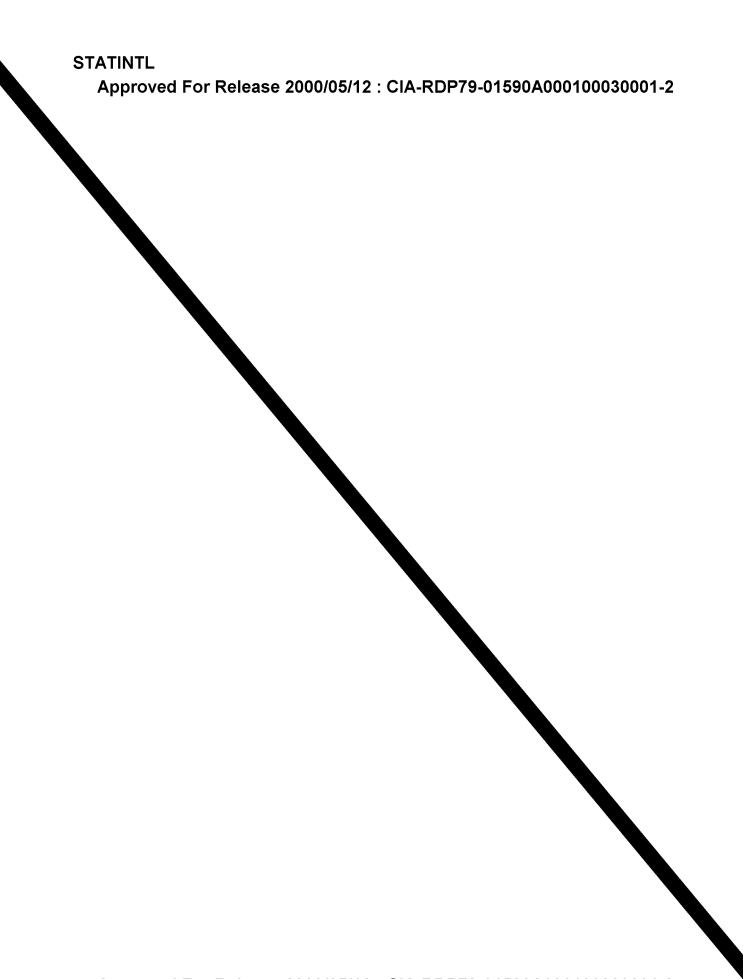
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INTRODUCTION TO CIA

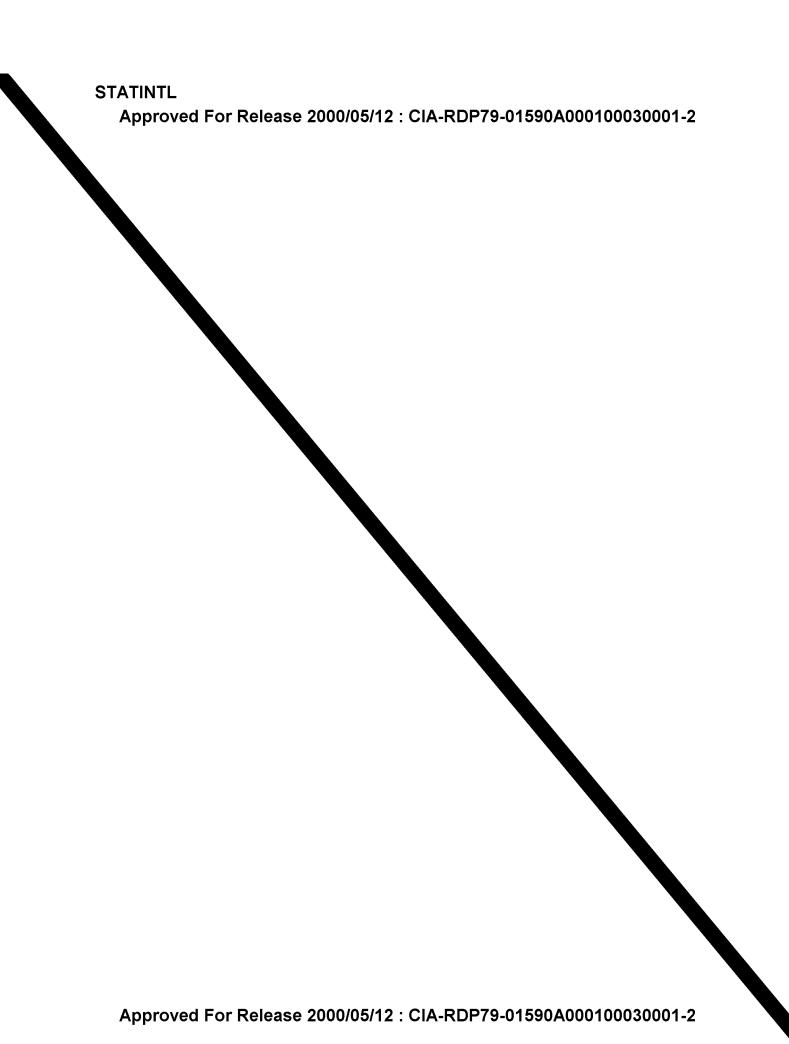
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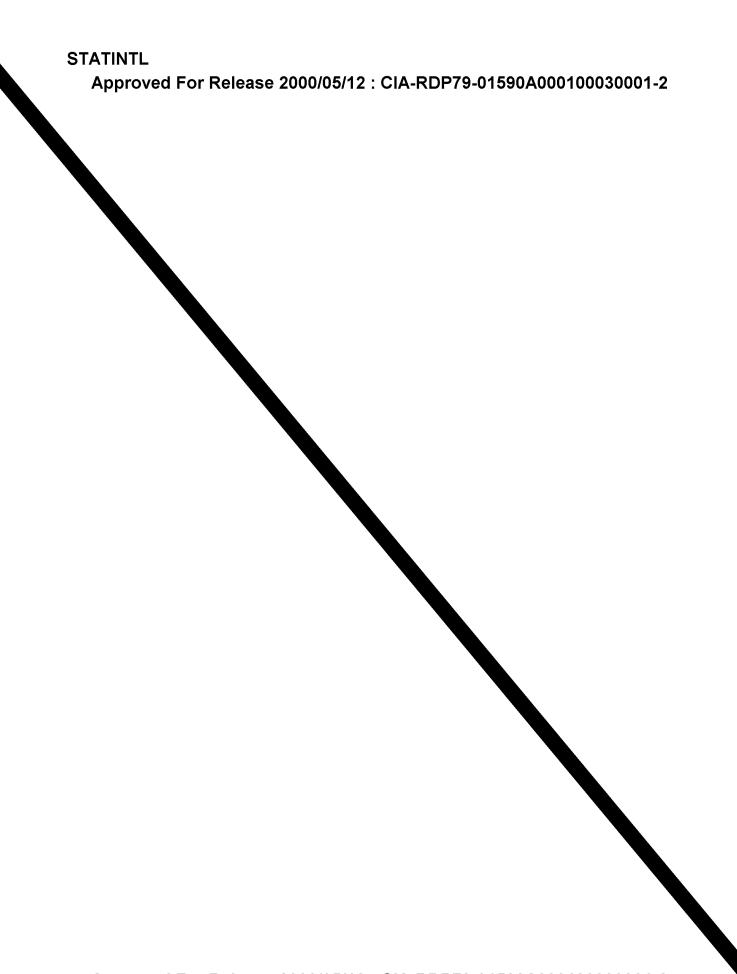


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INTRODUCTION TO CIA

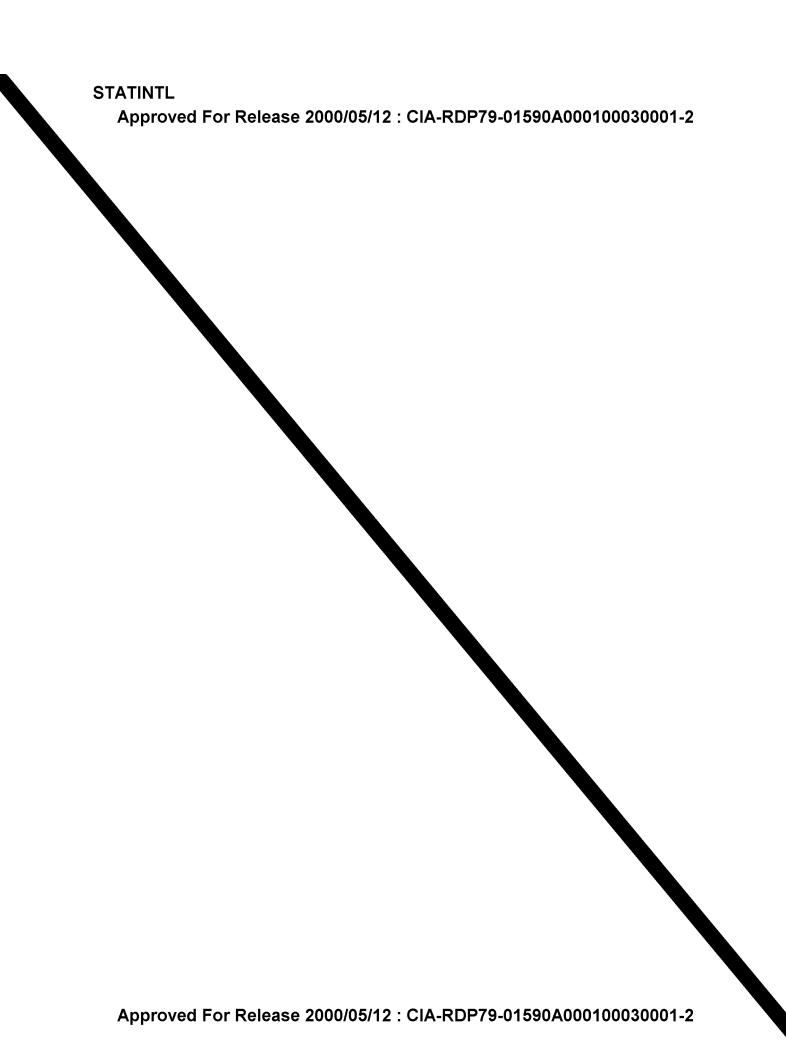
Evaluation Form

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INTRODUCTION TO CIA

Evaluation Form

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3. Identify at least three items (general subjects or specific topics) that were least useful to you:

CIA + Congress CIA in Court

4. Please identify any topics that were excluded from the Course that would have been useful to you:

5. Additional Comments:

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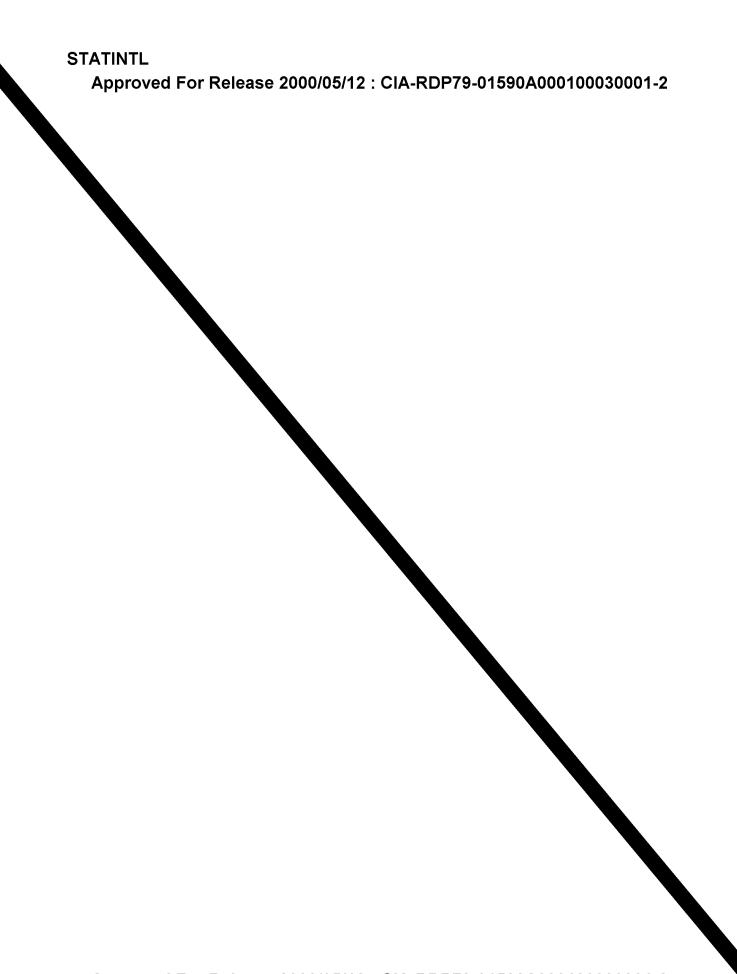
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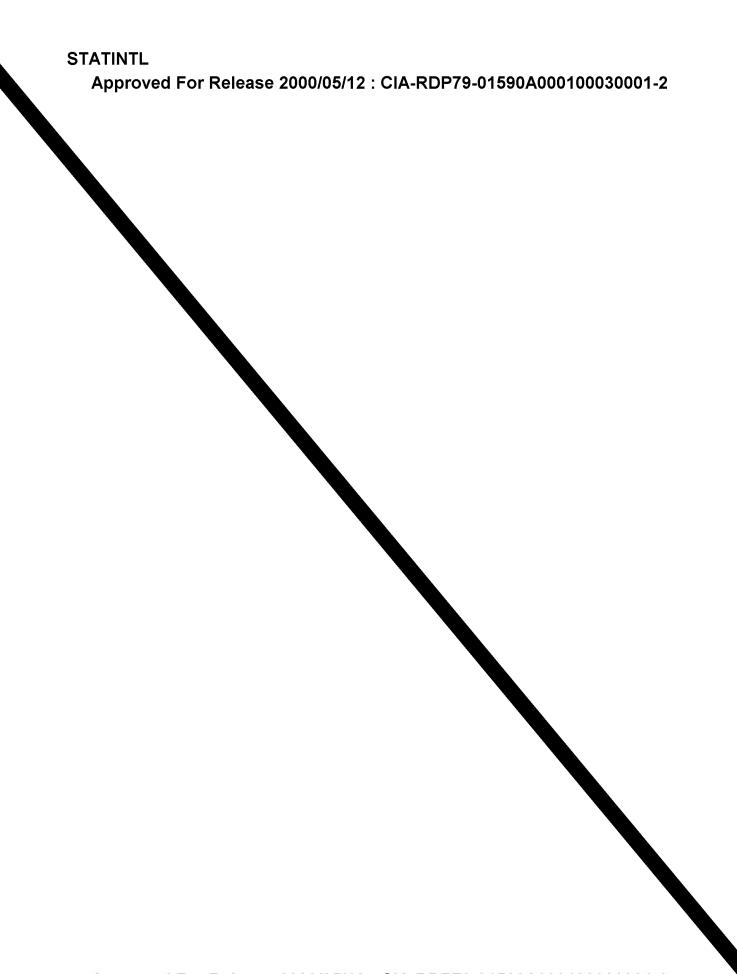
INTRODUCTION TO CIA Evaluation Form

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INTRODUCTION TO CIA

Evaluation Form

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4. Please identify any topics that were excluded from the Course that would have been useful to you:

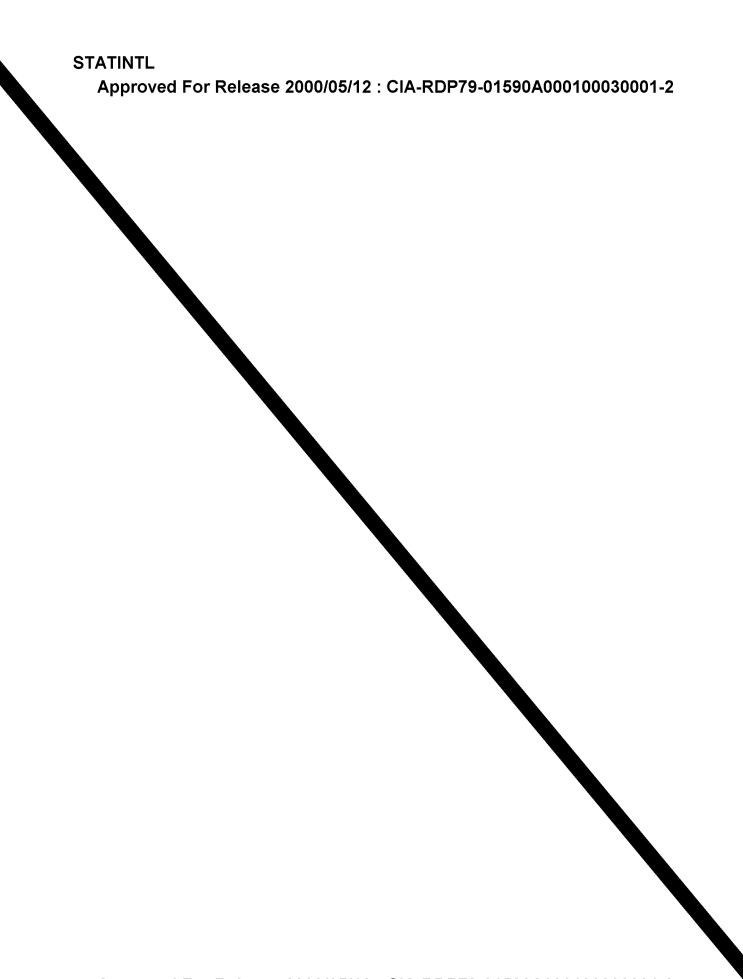
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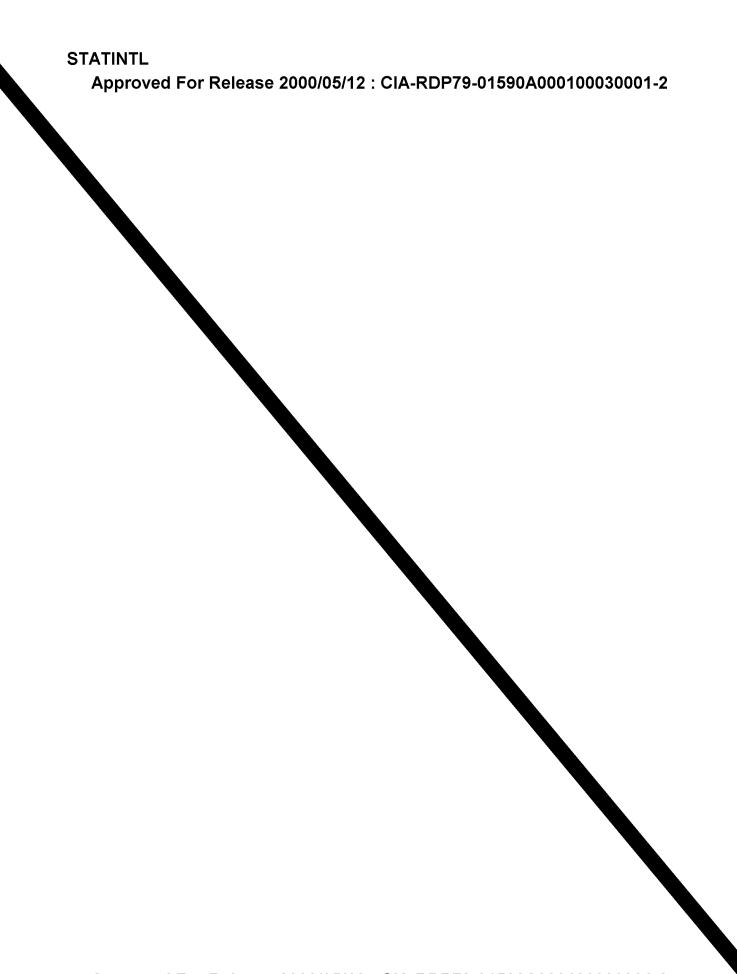
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INTRODUCTION TO CIA

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INTRODUCTION TO CIA

Evaluation Form

Time in Agency:
Less than 6 months
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2. Identify at least three items (general subjects or specific topics) that were the most useful to you:

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Computer support to Agency Activities

Claudestine Operations

Directorate of Science and Technology

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3. Identify at least three items (general subjects or specific topics) that were least useful to you:

Equal Employment Opportunity
Personnel Management
Security Clearance briefing
Physical and Mental Health

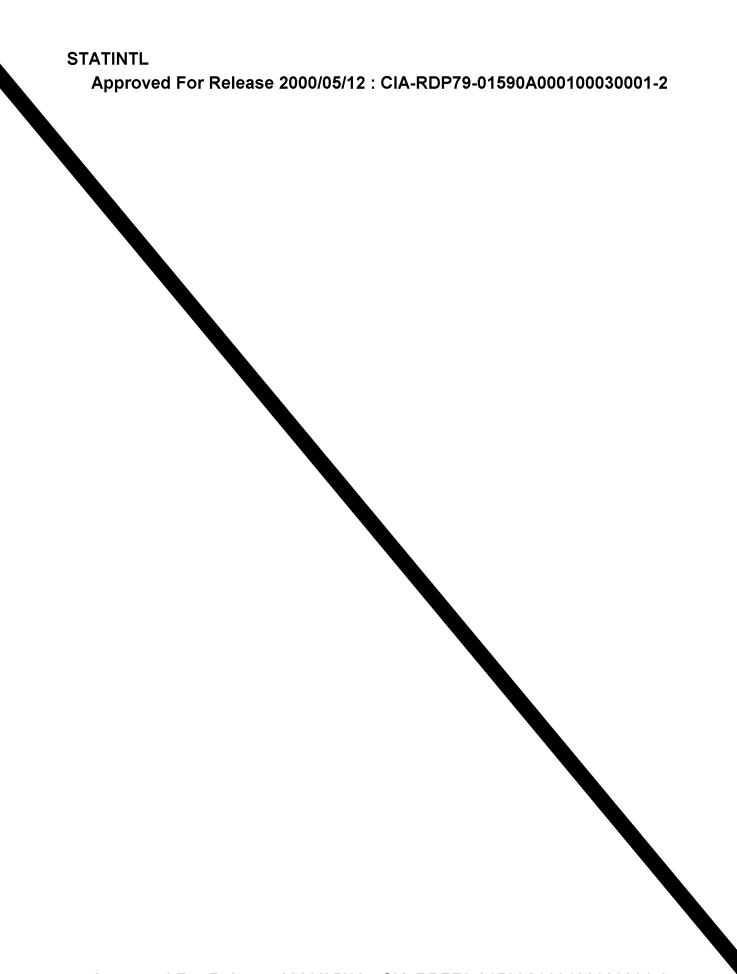
4. Please identify any topics that were excluded from the Course that would have been useful to you:

5. Additional Comments:

Overall, Introduction to CIA

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INTRODUCTION TO CIA

Evaluation Form

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Time in Agency:
Less than 6 months
6 months-2 years
Over 2 years

Directorate

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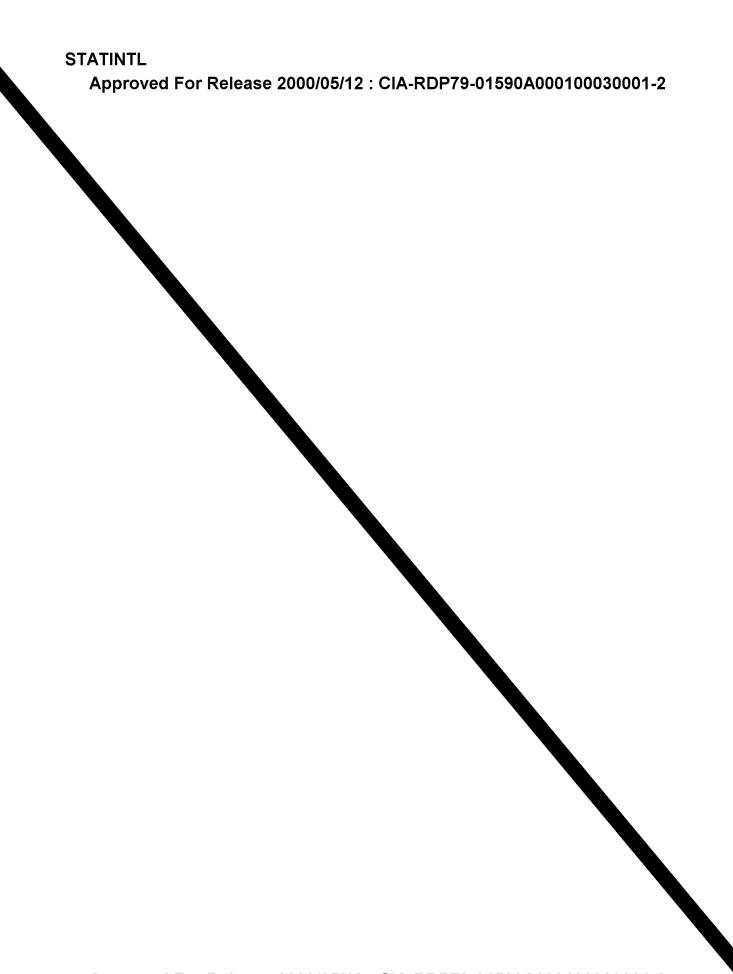
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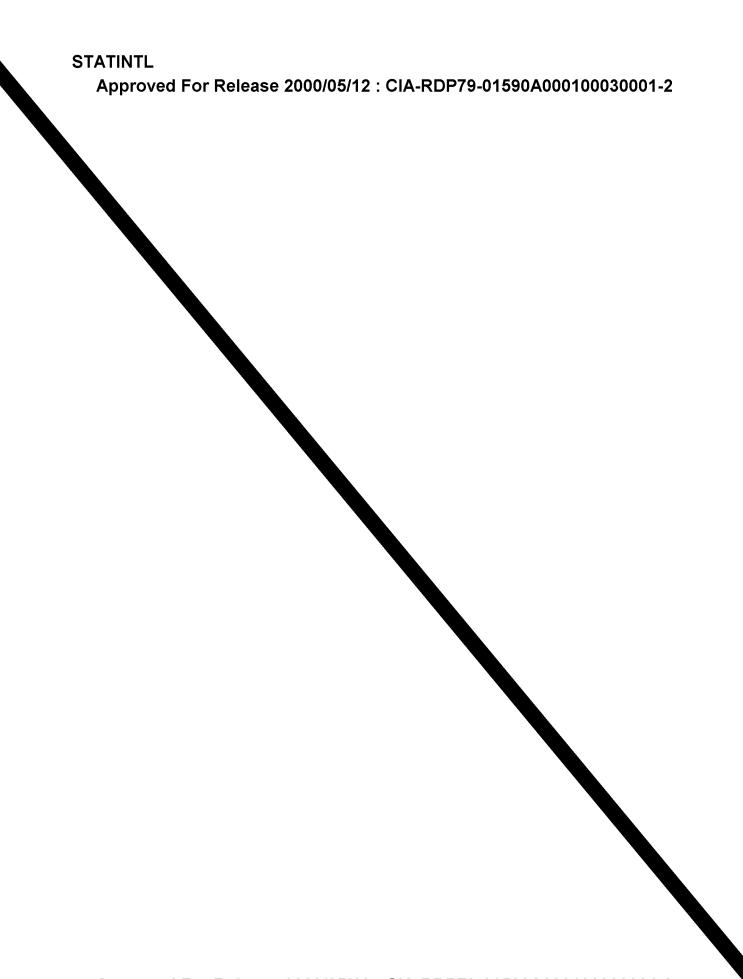
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2. Identify at least three items (general subjects or specific topics) that were the most useful to you:

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INTRODUCTION TO CIA

Evaluation Form

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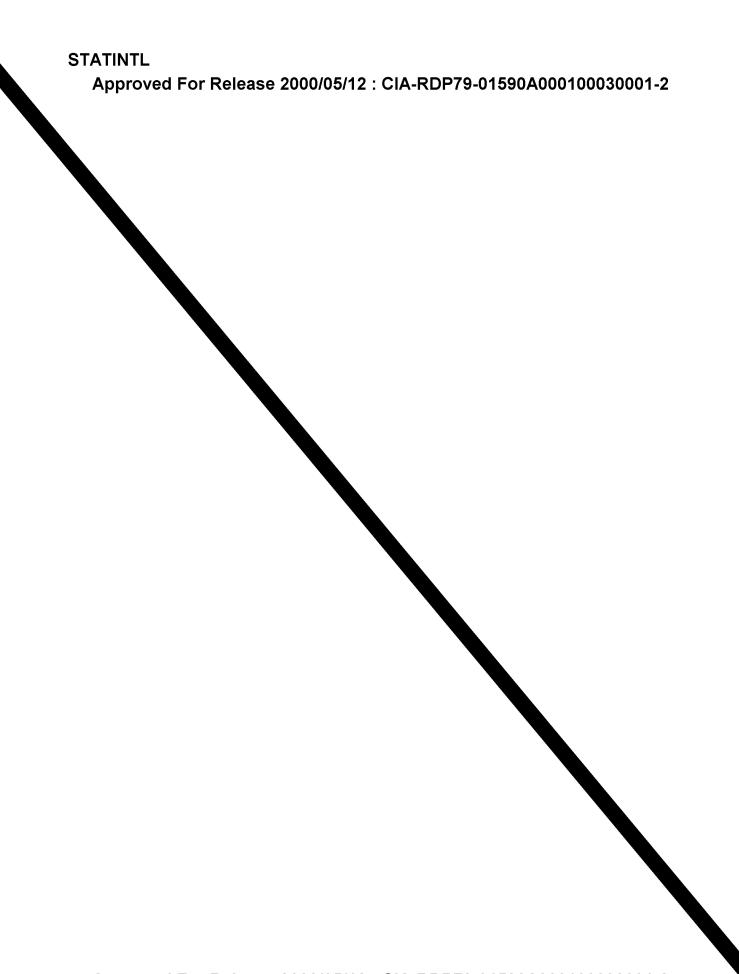
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Evaluation Form

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You will recall there are two basic objectives of the Course. Now that you have completed the Course, you should have:

- -- Gained a basic understanding of CIA, its organization and functions as well as its relationship to the Intelligence Community.
- -- Acquired an understanding of the fundamentals of the intelligence process.

Any comments you make--especially constructive suggestions for improvement--will be valuable to us in designing or streamlining the next course. (Do not feel confined to these specific questions; if you wish to discuss any relevant topic, please feel free.)

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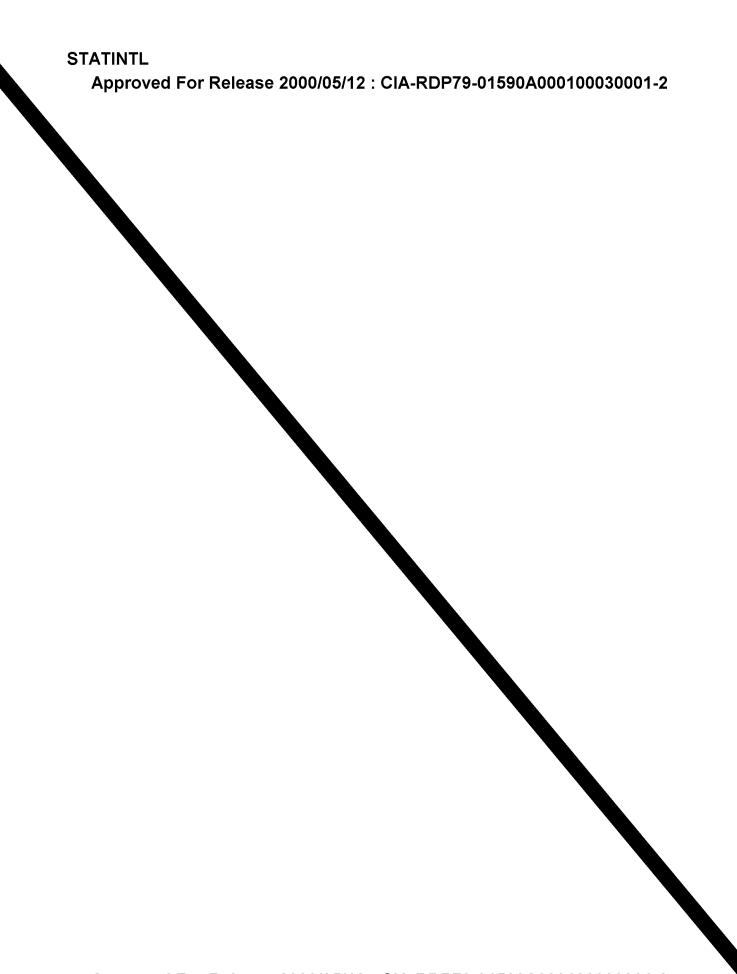
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- 2. Identify at least three items (general subjects or specific topics) that were the most useful to you:
- A, METHODS OF COLLECTION AND THE PROCESS FROM COLLECTION TO PRODUCTION
- B ORGANIZATION OF THE AGENCY AND THE FUNCTIONS OF EACH COMPONENT
- C. EXPLANATION OF THE ROLE OF THE AGENCY IN THE INTELLIGENCE COMMUNITY AND ITS INTERACTIONS WITH STATE, DIAGETC.

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